



California Building Standards Commission

Is Seeking A New

**EXECUTIVE
DIRECTOR**

UNIQUE OPPORTUNITY

The California Building Standards Commission (BSC) is seeking an innovative, progressive, and politically savvy professional to become the new Executive Director. This vacancy will exist due to the retirement of a long-tenured State employee. Reporting to an 11-member commission, the Executive Director provides overall guidance, direction, and management for the BSC, which is responsible for administering the building standards adoption, publication, and implementation processes of the California Code of Regulations, Title 24.

The BSC's vision is to ensure that the statewide building code development and adoption process is efficient and effective.

THE SACRAMENTO AREA

The Sacramento area is one of the fastest growing regions in the country. The metropolitan area consisting of Sacramento and parts of Yolo, Placer, El Dorado, Sutter, and Yuba Counties has a population of nearly 2 million, with 460,000 residing within the Sacramento city limits.

Sacramento has been called a snapshot of Wild West history in a modern, world-class city. Peacefully located in a leafy valley of scenic rivers and canopies of trees, today's Sacramento is a cosmopolitan convergence of tall, gleaming buildings, hearty Victorians, splendid restaurants and shops, and a vibrant arts scene. Annual events held in California's Capital include the Jazz Jubilee, California State Fair, California International Marathon, Summerfest, Festival de la Familia, Pacific Rim Streetfest, Mardi Gras, Juneteenth Celebration, Bridge to Bridge Waterfront Festival, Pan Pacific Masters Games, Gold Rush Days, Grape Escape, Salmon Festival, New Year's Eve Sky Concert, and Holiday of Lights.

Many factors contribute to the economic success of the region. A principal reason that Sacramento has retained its attractiveness is that it offers some of the lowest housing prices of major cities in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of Sacramento's employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price in the area is \$351,000.

For sports fans, Sacramento boasts the very exciting *Sacramento Kings* NBA basketball team, the 2005 WNBA Champion *Sacramento Monarchs*, and the *Sacramento River Cats* Triple-A baseball team. Historic *Old Sacramento*, the *State Railroad Museum*, *Crocker Art Museum*, *Governor's Mansion*, *Sacramento Zoo*, *Sutter's Fort*, *Music Circus*, *Sacramento Convention Center*, *Golden State Museum* and the *State Capitol Building* are other attractions located in the region.

The CBSC's mission is to produce sensible and usable state building standards and administrative regulations that implement or enforce those standards.

CALIFORNIA BUILDING STANDARDS COMMISSION

The California Building Standards Commission was established in 1953 by the California Building Standards Law. The BSC is an independent commission within the State and Consumer Services Agency whose 11-members are appointed by the Governor and confirmed by the State Senate. The cabinet secretary of the State and Consumer Services Agency, or the secretary's representative, serves as the Commission Chair. BSC members represent the public, building design professionals, the building and construction industry, local government building officials, fire officials, and labor. Members serve four-year staggered terms.

As provided in established laws and rules, the BSC is charged with:

- Reviewing and approving building standards proposed and adopted by state agencies
- Codifying and publishing approved building standards in one state building standards code (California Code of Regulations, Title 24)
- Administering California's building code adoption processes
- Resolving conflict, duplication, and overlap in building standards
- Ensuring consistency in the nomenclature and format of the code
- Hearing appeals resulting from the administration of state building standards
- Receiving local agency modifications to California Code of Regulations, Title 24
- Coordinating and managing the model code adoption process for various state agencies
- Adopting and approving model codes and building standards for buildings owned by the state, including those constructed by the Trustees of the California State University and the Regents of the University of California
- Adopting and approving model codes for state agencies that fail to adopt these codes within one year of their publication

The BSC:

- Assists state agencies in producing high-quality amendments
- Works to repeal unnecessary building regulations and sees that ambiguous regulations are more clearly written
- Administers a public appeal process
- Educates the public about the state's building code, and helps them to understand and comply with it
- Ensures a high-quality and cost effective California Code of Regulations, Title 24 that is necessary for the protection of the citizens of California

Challenges facing the BSC:

Areas of consumer and legislative interest are almost as diverse as the building code itself. Building regulations involve areas such as health, fire and panic safety, employee safety, energy conservation, and



accessibility for persons with disabilities. These regulations impact various consumer and building industry groups, such as building owners, architects, engineers, building contractors, code enforcers, and insurance companies.

California is a leader in the regulation of its building industry, particularly in the areas of accessibility and energy conservation. However, the current regulatory process is much more complex than in past years. Controversial and complex building standards and new emerging model codes and national standards present a challenge to the BSC in determining if such codes and standards are in the public interest. If the BSC were to approve and publish standards that were not in the public interest, it would cause confusion, create problems, and place an unreasonable burden on the public and the building industry.

THE POSITION

Under policy direction from the Commission, the Executive Director is responsible for carrying out the BSC's policies; administering all building code adoption, approval, codification and publication, and related processes under the California Building Standards Law; administers and manages an agency; and manages the Commission office and staff. This responsibility includes, but is not limited to:

- Administers the state's building standards and codes adoption processes and ensures agency compliance with the California Building Standards Law and the Administrative Procedure Act (APA) when proposing or adopting building standards, or adopting administrative regulations implementing or enforcing building standards. Reviews and approves, or disapproves, agencies' public notices of hearings for proposed building standards and administrative regulations to ensure compliance with the APA. Recommends the approval or rejection of adopted and proposed building code change proposals received from state agencies based on compliance with the criteria set forth in the California Building Standards Law, and the format requirements of Title 24, California Code of Regulations.
- Develops procedural regulations necessary to implement the intent and processes of California Building Standards Law.
- As necessary convenes, and serves as Chairman of, the Coordinating Council, which is comprised of the major state agencies that adopt building standards regulations. Responsible for assuring the Council considers and reconciles differences and resolves conflicts among state agencies. Manages several Commission-appointed advisory committees, including the Code Advisory Committees.
- Coordinates staff support for the Coordinating Council, Code Advisory Committees, and the Commission's standing and *ad hoc* committees. Provides technical and administrative direction to these groups and state agencies in the development of building standards and related administrative regulations. Serves as the primary Commission resource for the expeditious response to, or resolution of, complex or sensitive California Building Standards Law issues.
- Performs the required and essential functions of administering and managing an agency:
 - Acts as the primary representative of the Commission to all levels of state and local government and the private sector.
 - Negotiates and executes necessary contracts and interagency agreements consistent with the state's contracting and procurement laws and policies related to the procurement of both information technology and non-information technology goods and services, including but not limited to the contracts for the publication of the state's building codes.
 - Monitors, develops, reviews and/or analyzes proposed legislation.
 - Establishes and manages the Commission's budget.



- Manages all tasks related to the Commission's information technology systems activities.
- Manages the Commission's human resource activities to ensure compliance with the state's civil service laws and rules relating to the state's hiring practice of equal opportunity employment.
- Oversees the day-to-day operations of the Commission, including developing and directing policies and procedures under which the office and staff of the Commission operates, and develops staff training and performance enhancement as necessary.

In addition to the Executive Director, the Building Standards Commission staff consists of a Deputy Executive Director, Architectural Associate, two Associate Architects, an Administrative Analyst, and a Secretary. The Director manages a \$996,000 current year operating budget.

CURRENT ISSUES AND PRIORITIES

Among the many current issues and priorities facing the California Building Standards Commission that will require leadership from the Executive Director are:

Produce a 2007 Triennial Edition of the California Code of Regulations, Title 24

– The last Triennial Edition of the California Code of Regulations, Title 24 Part 1 through 12 occurred in 2001. However, the California Building Code continued to be based on an out-of-date 1997 edition of the Uniform Building Code. The 2007 Triennial Edition will include the most recent edition of model building, fire, electrical, mechanical, plumbing, and existing building codes. This effort will require collaboration with multiple state agencies, design professionals, code enforcers, building owners, the public, model code writing bodies, and other public agencies, and will afford the new Executive Director the opportunity to put his/her mark on this vital process.

Streamline the Codes and Standards Development, Adoption and Publication Process

– The process of developing, adopting and publishing codes and standards is a lengthy and costly one, and one that is not customer-friendly. The new Director will be tasked with considering an information technology solution to create an easily accessible and usable forum for the public, code users, and code developers.

Identify and Mitigate Out-of-Date Worker Safety Standards Published in Title 24 of the California Code of Regulations

– While the Occupational Safety and Health Standards Board continues to update the worker safety orders in the California Code of Regulations, Title 8, the Board has not updated those provisions in the California Code of Regulations, Title 24. Conflicts between Title 24 and Title 8 are escalating, and will require the attention of the new Executive Director.

Update the California Building Standards Law and Code Adoption Processes

– The last major revision to the law and regulations administered by the BSC occurred in the late 1980's and early 1990's respectively. Changes in model codes and in the development and



adoption processes have since changed dramatically. These changes require reevaluating the BSC laws and rules to ensure its laws and rules are not outdated. This effort will require collaboration between the new Director and various stakeholder agencies and the legislature.

Harmonize and Clarify the Model Code Adoption Process with California Environmental Laws

– For decades the application of California's environmental laws to building products contained in the building codes has been subject to debate. A more recent decision by the court of appeal will require the new Executive Director to review the decision and establish a direction.

Update the BSC's Strategic Plan – As the last update of the BSC's strategic plan occurred in April 1998, this is a top priority for the new Executive Director.

For further information about the BSC, see its web site at: www.bsc.ca.gov.

THE IDEAL CANDIDATE

The ideal candidate is a highly motivated and creative leader who is familiar with BSC programs and the related processes involved.

The successful candidate will be a seasoned executive from the public and/or private sector, with public policy, code enforcement, code development, building design, management and budgeting experience, who will possess the strategic understanding, relationship skills, and political astuteness to implement the Commission's vision.

Particularly desirable are: the ability to maintain an effective administrative structure and to build strategic partnerships; knowledge of governmental budgetary processes; and experience/knowledge of building standards laws and administrative procedures.

Specific qualifications are as follows:

Education and Experience

A Bachelor's degree in architecture, engineering, construction management, project management or closely related field is expected; extensive professional experience in a relevant field may be substituted for the education requirement. Significant management experience is essential.

Competencies and Personal Characteristics

In addition to the above, the ideal candidate will:

- work effectively with a variety of agencies and individuals representing a broad range of interests and issues
- be able to understand complex issues and interrelationships
- be an able problem-solver and team builder
- be a strong and decisive leader, who knows when to act
- be a good listener and mentor, who understands and responds to the concerns of staff and others
- be an effective communicator, both orally and in writing
- be collaborative; a facilitator of consensus
- be politically aware and sensitive working on both the administrative and legislative arenas
- handle multiple priorities effectively
- be flexible and patient; even-tempered
- be calm under pressure and possess a good sense of humor

COMPENSATION AND BENEFITS

The current annual salary range for the Executive Director is **\$100,644 - \$108,864**. The appointee will be offered a specific salary from within this range based on his/her qualifications. As an employee of the State of California, the Executive Director also receives a comprehensive benefit plan including, but not limited to:

Retirement

California Public Employees Retirement System (PERS) 2% @ 55 Plan; employee contribution required.

Insurance

Health, dental, vision, and life insurance programs provided. Employee contributions may be required depending on programs selected.

Leave Allowance

- Vacation and sick leave benefits provided
- 13 holidays observed

Additional information about benefits available can be viewed at http://www.dpa.ca.gov/jobinfo/ex_cea.shtml

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter, including current salary and the names of three work-related references, directly to:



Stuart Satow
CPS EXECUTIVE SEARCH
241 Lathrop Way • Sacramento, CA 95815
Tel: 916 / 263-1401 • Fax: 916 / 561-7205
Email: resumes@cps.ca.gov
CPS web site: www.cps.ca.gov/search

The filing date for this position is **Friday, April 7, 2006**.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in mid-April. The BSC will invite approximately 5-7 candidates to participate in interviews in Sacramento in mid-May. An offer of appointment is anticipated by early June following full reference and background checks, and a final interview with the BSC.

